

FI\$Cal Frequently Asked Questions (FAQs)

Human Resources

1. What is the structure of the FI\$Cal Organization?

The FI\$Cal Project is a strong matrix organization with a statewide team as well as department on-site teams. The statewide team consists of four components: Technology, Business, Organizational Change Management, and Project Administration. Statewide team members will be co-located at the FI\$Cal Project site while on-site teams remain housed at the department of origin.

2. What is the role of the Functional Business Analyst (formerly referred to as subject matter expert – SME) sent/loaned to the Project and located with the project team?

As a statewide participant, an individual will be co-located at the FI\$Cal Project site with a dual-reporting relationship. Assignments will be given by the FI\$Cal project manager, but the individual will also report back to the department of origin to keep its management apprised of project activities and to keep in touch with department changes. Each statewide member will be involved in assisting other departments that are in different stages of project development including preparation, implementation, release, stabilization, and support.

As a department on-site participant, the individual is physically located at their department of origin and will perform tasks such as documenting the existing organization, systems, and processes, performing gap analysis, data conversion activities, and other implementation activities.

In some positions effective July 1, 2008, where staff are needed on the project from departments with highly-specialized areas of knowledge, the location of staff will be based on critical need.

3. What is the Functional Business Analyst's relationship with its department of origin?

See answer #2 above

4. Will the Functional Business Analyst represent the department of origin?

Yes, however, this collaborative team is transforming California's financial management processes. The challenge will be how we move from our old familiar processes that are different at each department to new, standardized processes for all departments.

5. What is the expectation of the "lending" department relative to the Functional Business Analyst/FI\$Cal team contacts?

The department is expected to provide the departmental knowledge, staff, and support to ensure the success of the FI\$Cal project. The department of origin maintains responsibility for carrying out personnel-related activities such as providing employee evaluations. For members of the statewide team, it is the responsibility of the project lead to provide feedback to the team member and departmental supervisor on performance. Not everyone is suited to a project and/or a matrix environment and there may be staffing changes, as a result.

6. For first wave departments, when are Functional Business Analysts expected to report to the project?

The initial hiring process begins in January 2009, with individuals reporting to the project in January 2010 to co-locate with the project team. There will be some project tasks or training during that initial year but primarily, this advance year is to provide an opportunity for the hiring department to be able to send a team member to the project.

7. How long will the Functional Business Analyst be needed?

Statewide participants will be utilized for the life of the project.

On-site department team participants will be needed for three years.

8. How will the Functional Business Analyst be selected?

The departments are the hiring authority for this statewide joint venture with positions advertised through a special collaborative state hiring process (job announcements, interviews conducted, and a selection process). For statewide team members, the selection panel may also include diverse panel representation including FI\$Cal project management while on-site positions will be determined by the individual departments.

9. What classification will the Functional Business Analyst be?

The position classifications will vary - there is a range of position classifications for the on-site department teams. There is also a range of position classifications on the many teams of the statewide team.

10. Is the Functional Business Analyst expected to vacate his/her department position?

New positions will be created for the participating department.

Statewide team participants will be co-located at the FI\$Cal Project site.

On-site participants will remain at their department of origin.

11. Does the Functional Business Analyst return to his/her department of origin at the end of the project?

Statewide participants will have many opportunities to stay involved with the FI\$Cal project, such as through the Center of Excellence. It is anticipated that opportunities will be available at the department of origin, as well and an individual may choose to return to their department or stay at the FI\$Cal Services Center of Excellence.

On-site participants will be absorbed into their department of origin through attrition or other vacancies. The department of origin will initially retain these positions and the FI\$Cal project will no longer support these positions through reimbursement.

It is important to remember that each department will go through a transformation. Once the system is implemented, some tasks will no longer be needed and some new tasks will be created. Each department will be base-lined before and after project implementation to document, measure, and report the change.

12. Will the Functional Business Analyst position(s) be funded for departments?

Positions are part of the budget within each department of origin to be paid by FI\$Cal through interagency agreements and a reimbursement process.

13. What is the recommended staffing level for a department's on-site team (those at the agency needed to implement)?

The size of each department's on-site team was estimated based on the size and complexity of their accounting staff. The range is generally from one to 13 on-site staff.

14. What training assistance is planned for (first wave) departments in order to successfully implement FI\$Cal?

There will be several training programs offered, including:

- ✓ New orientation provided by individual departments, if applicable
- ✓ Project overview and introduction information provided by FI\$Cal
- ✓ Customized training classes to learn the new systems and processes
- ✓ On-going training classes as part of the FI\$Cal Services Center of Excellence
- ✓ On-going training programs in both system and program areas through the community colleges

15. Given the first wave departments' timeline, when does FI\$Cal anticipate more serious, detailed planning requirements discussions to begin with departments?

There will be continuing communication provided through the bi-weekly stakeholder's meeting. The Business Team member assigned to each department is available to provide information or answer questions when requested.

Detailed planning discussions are expected to begin in July 2008.